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10 MAY 1967

MEMO FOR : Chief, Retirement Branch

1. At yesterday's Retirement Board Meeting a lot of time was devoted to discussing the guidelines for extensions submitted by employees covered by Civil Service retirement. D/Pers invited suggestions and some were made.

2. Henceforth, could you supply in your fact sheet leave balances for the individual. In addition, the Board feels that it would be helpful to have a statement from the Out-Placement people concerning any conversations they may have had with the individual that might reflect the individual's sincerity about looking for other work or indifference or at least a status of such efforts. They would also want an evaluation by Out-Placement of what they feel the chances are for success in obtaining employment for the individual.

3. The Board felt that it was important also to obtain as much factual information as possible concerning the individual and the extent to which the scheduled retirement may or may not be a hardship. Toward this end, it was felt that each individual requesting an extension should be talked to by us. We assume, of course, that in most of these cases you are actually in direct contact with the individual and that you have been eliciting the necessary information that accompanies the extension request.

4. We would also like to review these cases before they are put on the agenda for the Board meeting. This will give us an opportunity to determine if the information is as complete as it should be before submission to the Board.

5. If you have any questions on this, you might check Murray who was also at the Board meeting or call me.


C/BSD

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